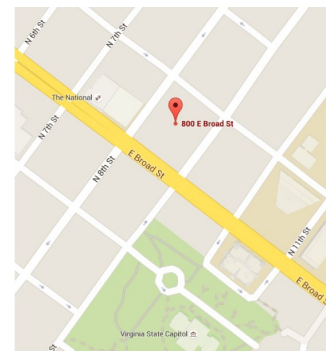
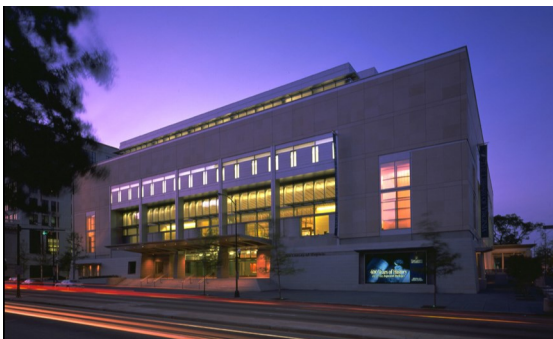


The Library of Virginia is seeking a daytime Housekeeper/Events Worker to provide a full range of housekeeping and event support services. Normal work hours are 9:15 AM to 6:00 PM with the ability to work a flexible schedule as needed. Responsibilities will include: basic housekeeping tasks; laundering of wiping cloths, dust mops, and wet mops on a daily basis; restroom cleaning; sweeping and maintaining cleanliness of exterior of facility; event support services; maintenance of equipment and supplies; coverage for mailroom; driving to State Records Center (SRC) to perform duties in the absence of other housekeeping worker(s); and, assisting the Facilities department as needed for emergencies and/or special assignments. The Library of Virginia fosters an open, team-oriented work environment and is seeking individuals who value this approach.



800 East Broad Street  
Richmond, VA 23219

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 123 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



THE LIBRARY OF VIRGINIA'S MAIN BUILDING

# HOUSEKEEPER/EVENTS WORKER - DAY SHIFT (Housekeeping and/or Apparel Worker I)

**Position Number 00020**

**Salary Range \$27,000 to \$30,000**

**Full-time with benefits**

## **Qualifications**

- Knowledge of cleaning techniques, materials, chemicals, methods, and equipment;
- Demonstrated experience in housekeeping in a public, private, or institutional setting;
- Demonstrated experience in supporting special events and meetings in a public, private, or institutional setting;
- Ability to communicate effectively, both orally and in writing;
- Ability to lift and handle loads up to 50 pounds and to walk a distance of one mile while carrying up to 20 pounds;
- Ability to climb and work from a ladder;
- Ability to stand for long periods of time;
- Ability to bend and stoop;
- Ability to work with and tolerate exposure to a variety of cleaning products and solutions;
- Ability to work Monday through Friday 9:15 AM to 6:00 PM, with occasional evening shift and weekend hours;
- Valid Virginia driver's license in order to operate agency vehicles in daily performance of duties;
- Graduation from high school or equivalent preferred; and,
- Commercial cleaning experience preferred.

**An equivalent combination of education, training, and experience may substitute for educational requirements.**

## **To Apply**

Candidates must submit a fully completed Virginia state employment application online at [virginiajobs.peopleadmin.com](http://virginiajobs.peopleadmin.com) for position #00020.

Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency. **Selected candidate must complete a criminal background check.**

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, and veterans to apply. The Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process.

### **An EEO/AA/ADA Employer**

The Office of Human Resources can be reached at 804/692-3586 or by email at [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov).

**Applications for this position must be received by 11:59pm on October 19, 2017.**